



# GRACE SWELLA E. PLATIL

BSIT STUDENT

- ☎ 09703453275
- 📍 graceplatil.com
- ✉ platilgrace7@gmail.com

## SKILLS

- Ability to work well under pressure
- Oriented in Microsoft Office Application such as:  
Microsoft Office Word,  
Microsoft Office Presentation
- Capable of editing files and presentation using different Microsoft Windows Applications.

## EDUCATION

### SAPAO NATIONAL HIGH SCHOOL

- 2020-2021

### NORTHEASTERN MINDANAO COLLEGES

- PRESENT

## REFERENCE

Michael Y. Antecristo  
IT Manager

## SUMMARY

I am a highly motivated IT student at Northeastern Mindanao Colleges, seeking an on-the-job training (OJT) opportunity to enhance my skill and contribute meaningfully to your team.

## SEMINAR AND TRAININGS

- Project Yourself: Unlocking Your Full Potential For Success  
conducted by Aphonso Trece Academia
- Cyber Security Awareness  
conducted by Department of Information and Communication Technology (DICT)
- Building a Professional IT Portfolio  
conducted by Juniven Saavedra

## PERSONAL ATTRIBUTES

- Highly productive and dedicated, consistently completing task effectively and exceeding expectations.
- A quick learner who proactively addresses problems to maximize productivity.